

STATE OF LOUISIANA  
SECRETARY OF STATE

W. FOX McKEITHEN  
SECRETARY OF STATE

HELEN J. CUMBO  
ADMINISTRATOR



Commercial  
(225) 925-4704

Administrative Services  
(225) 925-4704

Fax  
(225) 925-4726  
(225) 922-0435

**TRANSMITTAL INFORMATION  
For All Business Filings**

***Registered agent, officer, entity status information available via the Internet***

Business Name (List ***exactly*** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Telephone number

Address

City

State

Zip Code

Mail or deliver the following items to the Secretary of State, at the address below:

- 1) This transmittal form
- 2) Original and one copy of the document
- 3) Filing fee payable to the Secretary of State

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8549 United Plaza Blvd., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)



## ARTICLES OF INCORPORATION

(R.S. 12:203)

**Domestic Non-Profit Corporation  
Non-Stock Corporations Only**  
Enclose \$60.00 filing fee  
Make remittance payable to  
**Secretary of State**  
*Do not send cash*

**Return to: Commercial Division**  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

### STATE OF LOUISIANA

**PARISH OF** \_\_\_\_\_

1. The name of this corporation is: \_\_\_\_\_
2. This corporation is formed for the purpose of : (check one)  
☐ Engaging in any lawful activity for which corporations may be formed under Chapter 2, Title 12, of the LA Revised Statutes (Non-Profit Corporation Law)  
☐ \_\_\_\_\_  
(Use for limiting corporation activity)
3. The duration of this corporation is: (may be perpetual) \_\_\_\_\_
4. This corporation is a nonprofit corporation.
5. The location and municipal address (not a P.O. Box only) of this corporation's registered office is: \_\_\_\_\_  
\_\_\_\_\_
6. The full name and municipal address (not a P.O. Box only) of each of this corporation's registered agent(s) is/are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. The full name and address of each incorporator of this corporation is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. The corporation's initial board of directors, municipal addresses (not a P.O. Box only) and term of office are:  

Name(s)/Address(es)	Term of Office
_____	_____
_____	_____
_____	_____
9. This corporation is to be organized on a non-stock basis.
10. Other Provisions: \_\_\_\_\_

11. The corporation's federal tax identification number is: \_\_\_\_\_

Incorporator(s) Signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, before me, personally  
appeared \_\_\_\_\_, to me known to be the person  
described in and who executed the foregoing instrument, and acknowledged that he executed it  
as his free act and deed.

\_\_\_\_\_  
Notary

**AGENT'S AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE**

I hereby acknowledge and accept the appointment of registered agent for and on behalf of the above  
named corporation.

Registered agent(s) signature(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
Notary

## **INSTRUCTIONS**

- NOTE:** A corporation is a complex form of business structure. This form contains only the minimum provisions required by law to be set forth in Articles of Incorporation. Additional provisions may be advisable or necessary, depending on the specific needs of each corporation. Those corporations intending to apply for a tax exempt status with the Internal Revenue Service may be required to add information not included on this form. Consideration should be given to the advantages and disadvantages of incorporating, and the legal and tax consequences. You are strongly advised to seek legal advice from an attorney and tax and other business advice from an accountant.
1. File the Articles of Incorporation, along with an affidavit of registered agent, and the requisite \$60 filing fee with the Secretary of State.
  2. The Articles of Incorporation may be delivered to the Secretary of State in advance, for filing as of any specified date (and any given time on such date) within thirty days after the time of delivery. Requests should be made in writing and must be submitted along with the Articles of Incorporation.
  3. Upon filing with our office, you will receive a certified copy of the Articles and a Certificate of Incorporation. Within thirty (30) days after filing the Articles of Incorporation with the Secretary of State's office, a multiple original of Articles (or a copy certified by the Secretary of State), and a copy of the Certificate of Incorporation must be filed with the office of the recorder of mortgages in the parish where the corporation's registered office is located.
  4. Please call the Internal Revenue Service at (800) 829-4933 for information to obtain a corporation's federal tax identification number prior to incorporation.
  5. If the Articles of Incorporation are filed within five (5) working days (exclusive of legal holidays) after acknowledgement, the corporate existence shall begin as of the time of such acknowledgement.